

SECTION B - SUPPLIES OR SERVICES, AND PRICES**B.1 PRICING INSTRUCTIONS (DFAS B1) (FEB 1997)**

This contract contains both COST REIMBURSABLE line items and FIXED PRICE line items, which are distinguished below. Those clauses within the contract identified as being associated with COST REIMBURSABLE type or FIXED PRICE type shall appropriately pertain to the line item identified as the same. Remaining neutral clauses shall appropriately pertain to all line items.

*CLIN – contract line item number

*SLIN – sub contract line item number

COST REIMBURSABLE**FIXED PRICE**

0002

0005

0003 (to include SLINs 0003 AA - AG)

0006 (to include SLINs 0006AA - AD)

0004 (to include SLINs 0004 AA - HH)

0011

0009 (to include SLINs 0009 AA - AG)

0012 (to include SLINs 0012AA - AD)

0010 (to include SLINs 0010 AA - HH)

0017

0015 (to include SLINs 0015 AA - AG)

0018 (to include SLINs 0018 AA - AD)

0016 (to include SLINs 0016 AA - HH)

0023

0021 (to include SLINs 0021AA - AG)

0024 (to include SLINs 0024 AA - AD)

0022 (to include SLINs 0022AA - HH)

0029

0027 (to include SLINs 0027 AA - AG)

0030 (to include SLINs 0030 AA - AD)

0028 (to include SLINs 0028 AA -HH)

The CLINs for Fixed Fee are to be associated with the preceding COST REIMBURSABLE total only. (Lot II - CLIN 0007 for CLIN 0005; Lot III - CLIN 0013 for CLIN 0011; Lot IV - CLIN 0019 for CLIN 0017; Lot V - CLIN 0025 for CLIN 0023; and Lot VI – CLIN 0031 for CLIN 0029)

(a) Each Offeror shall identify its "Unit Price" and "Total Price" for the items/services described within this Schedule.

(b) For the Equipment Support CLINs (0004, 0010, 0016, 0022, 0028), the Offeror shall refer to the Schedule B continuation sheets, found in SCHEDBlist.xls file, to document the price for the associated SLINs.

TO BE NOTED: The items listed on the Schedule B continuation sheet(s) correspond with the Government Equipment List, Item J.3, found in Section J. (See GFE # column.) Item J.3 identifies a "Current Service Level" and "Current Service Coverage Period", which indicates that the Government currently has equipment support warranties in place for the listed item(s), and service dates. The "Current Service Level" is provided for information only and may not be indicative of what the Contractor deems necessary to meet the required System Availability. The Contractor will be responsible for using these existing warranties in order to maintain the required System Availability. When these existing warranties expire, the Government will not purchase additional equipment support warranties. However, the Contractor must provide the necessary equipment support to maintain System Availability.

(1) The "Unit Price" for each SLIN described in the list shall be the Offeror's price for its services for a single piece of the equipment/hardware/software for a period of single month.

(2) The "Total Price" for each SLIN shall be the "Unit Price" times "Quantity."

"Quantity" is used to identify a period of 12 months (duration of the Lot year) times the # of Items of the Product Name. This "Unit" is listed as "Each." Thus, if there are 4 Items of the Product Name to be serviced for the duration of the Lot year, the "Quantity" would be 48 "Each" [4 x 12]. If the Offeror's "Unit Price" for that Product Name for a single month is \$1.00, the "Total Price" would be \$48.00 [48 x \$1.00]. The "Total Price" would reflect the Offeror's price to service 4 Items of the Product Name for 12 months.

The total dollar amount for the entire Lot shall be annotated in the Total Price column on the master pricing schedule in Section B.

(c) For the System Improvements / New Initiatives / Training Support CLINs (0005, 0011, 0017, 0023), the Offeror's estimated total cost shall be annotated in the Total Price column on the master pricing schedule in Section B. The Offeror shall use the Cost Structure Worksheet, Item J.6 in Section J, to document and detail the costs associated with the total price amount.

B.2 SCHEDULE OF SUPPLIES OR SERVICES, AND PRICES (DFAS B7) (FEB 1997)

LOT I, Transition Period, effective from date of award through not later than 90 days thereafter.

CLIN	Description of Services or Supplies	QTY	Unit	Unit Price	Total Price
0001	Phase-In Plan as required per SOW, Section C.3.1. (No task order is required.)	1	Each	Not Separately Priced	Not Separately Priced
0002	Performance during the Transition Period as required per the SOW, Section C.3.1.B.	1	Lot	\$	\$

Total					

LOT II, Base Year, effective from Transition Period conclusion through 12 months thereafter.

CLIN	Description of Services or Supplies	QTY	Unit	Unit Price	Total Price
0003	Production Support as required per the SOW, Section C.3.2.				
0003AA	Contractor Payment 1 – Columbus, OH	12	Month	\$	\$
0003AB	Contractor Payment 2 – Columbus, OH	12	Month	\$	\$
0003AC	Contractor Payment 3 – Columbus, OH	12	Month	\$	\$
0003AD	Vendor Payment – Indianapolis, IN	12	Month	\$	\$
0003AE	Vendor Payment – Omaha, NE	12	Month	\$	\$
0003AF	Vendor Payment – Charleston, SC	12	Month	\$	\$
0003AG	Vendor Payment – Columbus, OH	12	Month	\$	\$
0004	Equipment Support (Hardware and Software) as required per the SOW, Section C.3.3.	(See	Schedule B	Continuation sheets)	\$
0005	System Improvements/New Initiatives/ Training Support in accordance with Section C.3.4 & C.3.5 of the SOW, and as additionally defined and ordered under individually written task orders. Estimated Cost.	1	Lot		\$
0006	Other Direct Costs and Applicable G&A (NOT FEE BEARING)				
0006AA	Hardware to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 6,800,000.00
0006AB	Software to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 1,045,000.00
0006AC	Travel to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 350,000.00
0006AD	Miscellaneous to support SOW, Section C.3.4 & C.3.5.	1	Lot	Not to Exceed	\$ 200,000.00
0007	Total Fixed Fee (for CLIN 0005 Cost)				\$
0008	Data in accordance with Contract Data Requirements List (CDRLs), Item J.4 of Section J	1	Lot	Not Separately Priced	Not Separately Priced
Total					

LOT III, Option Year I, effective from date of exercise through 12 months thereafter.

CLIN	Description of Services or Supplies	QTY	Unit	Unit Price	Total Price
0009	Production Support as required per the SOW, Section C.3.2.				
0009AA	Contractor Payment 1 – Columbus, OH	12	Month	\$	\$
0009AB	Contractor Payment 2 – Columbus, OH	12	Month	\$	\$
0009AC	Contractor Payment 3 – Columbus, OH	12	Month	\$	\$
0009AD	Vendor Payment – Indianapolis, IN	12	Month	\$	\$
0009AE	Vendor Payment – Omaha, NE	12	Month	\$	\$
0009AF	Vendor Payment – Charleston, SC	12	Month	\$	\$
0009AG	Vendor Payment – Columbus, OH	12	Month	\$	\$
0010	Equipment Support (Hardware and Software) as required per the SOW, Section C.3.3.	(See	Schedule B	Continuation sheets)	\$
0011	System Improvements/New Initiatives/ Training Support in accordance with Section C.3.4 & C.3.5 of the SOW, and as additionally defined and ordered under individually written task orders. Estimated Cost.	1	Lot		\$
0012	Other Direct Costs and Applicable G&A (NOT FEE BEARING)				
0012AA	Hardware to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 6,3 00,000.00
0012AB	Software to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 1,100,000.00
0012AC	Travel to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 360,000.00
0012AD	Miscellaneous to support SOW, Section C.3.4 & C.3.5.	1	Lot	Not to Exceed	\$ 210,000.00
0013	Total Fixed Fee (for CLIN 0011 Cost)				\$
0014	Data in accordance with Contract Data Requirements List (CDRLs), Item J.4 of Section J	1	Lot	Not Separately Priced	Not Separately Priced
Total					

LOT IV, Option Year II, effective from date of exercise through 12 months thereafter.

CLIN	Description of Services or Supplies	QTY	Unit	Unit Price	Total Price
00015	Production Support as required per the SOW, Section C.3.2.				
0015AA	Contractor Payment 1 – Columbus, OH	12	Month	\$	\$
0015AB	Contractor Payment 2 – Columbus, OH	12	Month	\$	\$
0015AC	Contractor Payment 3 – Columbus, OH	12	Month	\$	\$
0015AD	Vendor Payment – Indianapolis, IN	12	Month	\$	\$
0015AE	Vendor Payment – Omaha, NE	12	Month	\$	\$
0015AF	Vendor Payment – Charleston, SC	12	Month	\$	\$
0015AG	Vendor Payment – Columbus, OH	12	Month	\$	\$
0016	Equipment Support (Hardware and Software) as required per the SOW, Section C.3.3.	(See	Schedule B	Continuation sheets)	\$
0017	System Improvements/New Initiatives/ Training Support in accordance with Section C.3.4 & C.3.5 of the SOW, and as additionally defined and ordered under individually written task orders. Estimated Cost.	1	Lot		\$
0018	Other Direct Costs and Applicable G&A (NOT FEE BEARING)				
0018AA	Hardware to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 5,200,000.00
0018AB	Software to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 1,200,000.00
0018AC	Travel to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 365,000.00
0018AD	Miscellaneous to support SOW, Section C.3.4 & C.3.5.	1	Lot	Not to Exceed	\$ 210,000.00
0019	Total Fixed Fee (for CLIN 0011 Cost)				\$
0020	Data in accordance with Contract Data Requirements List (CDRLs), Item J.4 of Section J	1	Lot	Not Separately Priced	Not Separately Priced
Total					

LOT V, Option Year III, effective from date of exercise through 12 months thereafter.

CLIN	Description of Services or Supplies	QTY	Unit	Unit Price	Total Price
0021	Production Support as required per the SOW, Section C.3.2.				
0021AA	Contractor Payment 1 – Columbus, OH	12	Month	\$	\$
0021AB	Contractor Payment 2 – Columbus, OH	12	Month	\$	\$
0021AC	Contractor Payment 3 – Columbus, OH	12	Month	\$	\$
0021AD	Vendor Payment – Indianapolis, IN	12	Month	\$	\$
0021AE	Vendor Payment – Omaha, NE	12	Month	\$	\$
0021AF	Vendor Payment – Charleston, SC	12	Month	\$	\$
0021AG	Vendor Payment – Columbus, OH	12	Month	\$	\$
0022	Equipment Support (Hardware and Software) as required per the SOW, Section C.3.3.	(See	Schedule B	Continuation sheets)	\$
0023	System Improvements/New Initiatives/ Training Support in accordance with Section C.3.4 & C.3.5 of the SOW, and as additionally defined and ordered under individually written task orders. Estimated Cost.	1	Lot		\$
0024	Other Direct Costs and Applicable G&A (NOT FEE BEARING)				
0024AA	Hardware to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 5,400,000.00
0024AB	Software to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 1,300,000.00
0024AC	Travel to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 370,000.00
0024AD	Miscellaneous to support SOW, Section C.3.4 & C.3.5.	1	Lot	Not to Exceed	\$ 215,000.00
0025	Total Fixed Fee (for CLIN 0011 Cost)				\$
0026	Data in accordance with Contract Data Requirements List (CDRLs), Item J.4 of Section J	1	Lot	Not Separately Priced	Not Separately Priced
Total					

LOT VI, Option Year IV, effective from date of exercise through 12 months thereafter.

CLIN	Description of Services or Supplies	QTY	Unit	Unit Price	Total Price
00027	Production Support as required per the SOW, Section C.3.2.				
0027AA	Contractor Payment 1 – Columbus, OH	12	Month	\$	\$
0027AB	Contractor Payment 2 – Columbus, OH	12	Month	\$	\$
0027AC	Contractor Payment 3 – Columbus, OH	12	Month	\$	\$
0027AD	Vendor Payment – Indianapolis, IN	12	Month	\$	\$
0027AE	Vendor Payment – Omaha, NE	12	Month	\$	\$
0027AF	Vendor Payment – Charleston, SC	12	Month	\$	\$
0027AG	Vendor Payment – Columbus, OH	12	Month	\$	\$
0028	Equipment Support (Hardware and Software) as required per the SOW, Section C.3.3.	(See	Schedule B	Continuation sheets)	\$
0029	System Improvements/New Initiatives/ Training Support in accordance with Section C.3.4 & C.3.5 of the SOW, and as additionally defined and ordered under individually written task orders. Estimated Cost.	1	Lot		\$
0030	Other Direct Costs and Applicable G&A (NOT FEE BEARING)				
0030AA	Hardware to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 5,600,000.00
0030AB	Software to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 1,350,000.00
0030AC	Travel to support SOW, Section C.3.4.3.	1	Lot	Not to Exceed	\$ 380,000.00
0030AD	Miscellaneous to support SOW, Section C.3.4 & C.3.5.	1	Lot	Not to Exceed	\$ 215,000.00
0031	Total Fixed Fee (for CLIN 0011 Cost)				\$
0032	Data in accordance with Contract Data Requirements List (CDRLs), Item J.4 of Section J	1	Lot	Not Separately Priced	Not Separately Priced
Total					

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT**C.1 STATEMENT OF WORK (DFAS C4) (FEB 1997)**

SOW.1 **SCOPE.** The Contractor shall provide hardware, software, maintenance, professional technical support services, training, training materials, and documentation in support of Defense Finance and Accounting Service (DFAS) and its various field offices. All work performed under this contract will be in direct support of current Electronic Document Management (EDM) production systems and future efforts to integrate Electronic Document Technology and Electronic Business (EB) into DFAS business processes.

SOW.2 **BACKGROUND.**

SOW.2.1 The DFAS provides full service finance and accounting for the Military Services and other Department of Defense (DoD) activities. These services include military and civilian payroll, Contract Payment processing, travel reimbursement and payments, and many other services directly related to the financial management of the Department of Defense.

SOW.2.2 DFAS operations are worldwide. Major business functional processing centers are located in Denver, CO; Indianapolis, IN; Columbus and Cleveland, OH; Kansas City, MO and several Operational Locations (OPLOCs). With Headquarters in the Washington D.C. area the DFAS organization includes a large business processing staff of finance and accounting specialists that are supported by a Infrastructure Services Organization (ISO) which provides technical resources for the inclusion of Information Technology (IT) and other automated innovations into the workplace.

SOW.2.3 Over the last six years DFAS and Electronic Data System (EDS) developed two electronic document systems, Contract Payment and Vendor Payment. Three separate Divisions of Contract Payment are located in Columbus, OH. Four Vendor Payment sites are at Indianapolis, IN, Omaha, NE, Charleston, SC, and Columbus, OH. These systems use Eastman Open/Image and Open/Workflow software, but will transition to Oracle during calendar year 2000. At the same time, they will migrate from 16 bit to 32 bit architecture. See Item J.1 "A Representative EDM System" for further clarification.

SOW.2.4 Accomplishment of the DFAS mission requires the comprehensive evaluation of existing workflow processes. The Contractor shall review single functional areas and complex multifunctional processes. Results of these evaluations will describe the current environment, define functions that can be improved through the application of document imaging, micro-graphics and other paperless technologies.

SOW.3 REQUIREMENTS. The requirements under this contract include the following areas: Phase-In Plan, Production Support, Equipment (Hardware and Software) Support, System Improvements / New Initiatives, and Training. See Item J.2 for “Glossary”.

SOW.3.1 PHASE-IN PLAN.

SOW.3.1.1 General Procedures. The Contractor shall develop a phase-in plan for the first 60-90 days of the contract which will present a clear understanding of the efforts involved in the transition from the prior Contractor environment. The plan shall present economical, effective, and workable solutions to completing the transition. (A draft phase-in plan shall be submitted with the Technical Proposal). The plan will be negotiated with the prior Contractor at time of award and will cover the detail transfer of responsibilities. The plan shall be subject to the Contracting Officer’s approval. The phase-in plan shall address as a minimum the following items:

1. Interface/coordination with the Government;
2. Contractor supervision of the phase-in process;
3. Employee recruitment;
4. Phase-in of key personnel;
5. Initial training, indoctrination, and orientation of employees;
6. Government and Contractor furnished property inventory, custody, control, and safeguard process;

SOW.3.1.2 Transition Period. The Contractor shall have the opportunity to begin work on a phased basis to avoid an interruption of service when transitioning from a prior service provider. The prior service provider will be expected to negotiate in good faith a phase-in, phase-out period for up to 90 calendar days. At the conclusion of the transition period, it is anticipated that the Contractor will be totally capable of performing the required tasks without further assistance from the prior service provider.

SOW.3.2 PRODUCTION SUPPORT.

SOW.3.2.1 General Requirements. The Contractor shall provide on-site production support to the Contract Payment Systems and Vendor Payment Systems .

1. System Availability. The Contractor shall provide systems operation, administration, and maintenance for all hardware and software. The Contractor shall bear all expense necessary to achieve the required System Availability. This may include:

- a. Identify, diagnose, and resolve all latent faults (bugs), incompatibilities, or performance problems on the hardware and software (Commercial Off The Shelf and DFAS EDM custom application).
- b. Keep the equipment in good operating condition through performing preventive maintenance. Preventive maintenance performance shall not degrade or disrupt file access services to workstation clients (Government personnel), and therefore, be scheduled accordingly.
- c. Install OEM-Furnished alterations.

2. System and Data Administration. The Contractor shall ensure that system downtime and data loss is kept to a minimum. This may include:

- a. Perform system backup and restoration.
- b. Run overnight and daily batch job cycles to ensure timely receipt and processing of “feeder” files.
- c. Maintain, making improvements as necessary, the established system operating procedures found at each location.
- d. Create and modify all system tables, e.g. IP addresses, user names and passwords.
- e. Run management reports and adhoc queries.

SOW.3.3.2 Maintenance Reporting. The Contractor is responsible for the reporting of the following:

1. DFAS Remedy System. The Contractor shall document all trouble calls by use of the DFAS Remedy System, a system to monitor and document system performance and failures. The Contractor shall follow the established Standard Operating Procedure (SOP) at each DFAS location for tracking all calls. The Remedy System trouble ticket will assist in tracking downtime for monitoring System Availability.

2. Monthly Maintenance Summary Report. The Contractor shall provide the COR a monthly maintenance summary for the Contractor- controlled system including the computed System Availability percentage. The monthly report shall

have a summary list of incident malfunction reports that affects the submitted System Availability percentage. This monthly report shall be submitted within 10 calendar days of the end of the preceding month to the COR.

3. Downtime Reporting. The Contractor shall report the status of the repair to the COR and DFAS Program Manager within two hours of when a system is down and determined nonproductive. This status shall be updated every two hours thereafter (during Official Operating Hours) until the system is determined productive.

SOW.3.3 EQUIPMENT (HARDWARE AND SOFTWARE) SUPPORT. The Contractor shall keep the equipment as identified on the Government Furnished Equipment List in proper operating condition consistent with the Original Equipment Manufacturer's (OEM) specifications. The Contractor shall bear all expense necessary to achieve the OEM specifications. The list of Government Furnished Equipment (hardware and software) can be found in Section J of the contract, see Item J.3, and as presented in Section B.

SOW.3.4 SYSTEM IMPROVEMENTS/NEW INITIATIVES. New work under this contract will be required to accomplish two objectives: (1) to improve the current system with innovative program changes; and (2) to initiate new developments at current or new locations. The requirements to satisfy either objective are the same. The Contractor will be expected to analyze the Government's requirements, design a solution, and upon approval, develop, integrate, test, and install the solution.

SOW.3.4.1 Systems Analysis Services. Systems Analysis will be initiated by the DFAS entity requesting support and will result in documentation formulated based on prescribed formats in the task order.

1. The Contractor shall develop an information process analysis through evaluation of existing day to day business procedures, applications, workflow, office automation, hardware and software, training and compatibility issues.

2. The Contractor will consider available Government resources, COTS products, to provide the Government with the best possible technological solution.

3. The Contractor shall review and evaluate existing system processes and prepare documentation which represents the current and/or proposed business process including procedures, applications, workflow, automation levels, Government Furnished Equipment (GFE), and proposed solutions.

4. The Contractor shall prepare all documentation in accordance with Item J.4.

SOW.3.4.2 Systems Design Services. The Contractor shall research recent technological advances and hardware innovations. The Contractor shall design a proposed solution and deliver the final systems design documents to the COR.

1. The Contractor shall propose comparable solutions, with a recommended solution and the rationale of that choice.

2. As a minimum, the design recommendations shall include the following:

a. Labor. The Contractor shall specify all resources required to develop, document, install, train, implement and support the proposed solution.

b. Software. The Contractor shall provide specifications for database and program development or modification of established databases and systems, utilizing commercially available language products, to meet the requirements of the application and DFAS standards. This shall include interoperability with existing and proposed systems and existing or proposed local Area Networks (LANs) and Wide Area Networks (WANs). A complete description of warranty and the estimated maintenance cost for each new software product shall be provided.

c. Hardware. The Contractor shall provide a detailed description of each hardware component identified as part of the solution to meet DFAS standards. OEM type and feature numbers with product brochures to fully describe each hardware component identified as part of solution. This shall include interoperability with existing and proposed systems and the Enterprise Local Area Network (ELAN). A complete description of warranty and the estimated maintenance cost for each new item shall be provided.

d. Business Application Requirements. The Contractor shall describe the functionality of the recommended application, and identify how the designed solution will meet the stated requirements.

e. Workflow. For Workflow solutions, the Contractor will provide prototype screens or otherwise indicate how the recommended workflow will appear to the user.

f. Drawings. Each proposed system will be reflected in a block diagram. The diagram shall also annotate each piece of Government equipment

g. Facility. The Contractor shall provide detailed description of installation requirements to include: electrical support systems, circuit boxes, breakers, cables and receptacles, physical size (weight and dimensions), any special environmental requirements, minor office rearrangements, and special arrangements to adapt to or attach to existing devices.

SOW.3.4.3 Systems Development, Integration & Installation Services. The Contractor shall provide system development, integration and installation services. Based on Government approval of the system design, the Contractor shall acquire, install and integrate the solution.

1. The Contractor shall program software, interfaces, or other programming tasks necessary to support the solution. All software authorized, approved, developed and paid for by the Government shall become the property of the Government upon delivery and acceptance.
2. The Contractor shall deliver commercially available software products necessary to meet the solution, including OEM provided rights, licenses, documentation and warranties.
3. The Contractor shall deliver equipment comprising the approved configuration solution, including any and all OEM provided documentation, warranty rights, installation guides, etc. The delivery will include all environmental support requirements necessary to complete installation.
4. The Contractor shall provide installation, testing and integration of the software and hardware, including installation of electrical support systems, circuit boxes, breakers, cables and receptacles; minor office rearrangements; and special arrangements to adapt to or attach to existing devices. The Contractor shall coordinate delivery of new software with local DFAS support for installation of PC changes required to support the system.
5. The Contractor shall record and maintain the architecture of all installed hardware and software. The records shall include version numbers of each distinct software package, model numbers, serial numbers, maintenance, and warranty information or any other information that may be required.
6. The Contractor shall install system change release packages.
7. The Contractor shall support the DFAS quality assurance (QA) effort by providing teams for the testing of products, revisions, and review of supporting documentation. This testing will be done on an "as required" basis, and will be conducted in accordance with established DFAS procedures furnished by the

COR. Products tested will normally be DFAS products that interface with the systems maintained by the Contractor. Contractor support may be used to prepare, review, and/or update implementation and training materials as a result of DFAS changes in related or interfacing systems.

8. The Contractor shall document the design developed or modified to reflect the system. Documentation will include graphic representations, flowcharts, path names, links, connections, and references to all applicable standards incorporated into the system. The Contractor shall furnish all documentation in accordance with the CDRLs. The following are some things that may be ordered as part of the various CDRLs:

- Systems Concepts and Facilities
- System Backup and Recovery Procedures
- Communications protocols
- Workflow Administration
- Workflow simulation and modeling
- File and Database Design
- Networking considerations and plans
- File Management
- System operation, administration and setup
- Operating System Features and Facilities
- Graphic Interface Features and Functions
- System Utilities
- Database Software
- Storage Management

SOW.3.5 TRAINING. When requested by the Government, the Contractor shall deliver all courses and instruction developed under this contract. The Contractor shall provide deployment training and other training deemed in the best interest of the Government in specific Electronic Document Management (EDM) – Electronic Business (EB) office automation areas for Defense Finance and Accounting Service (DFAS) personnel. The objective of the training instruction is to provide DFAS with a well-trained workforce that is knowledgeable and functionally sound in changes to the current systems or new initiatives.

SOW.3.5.1 Course Material. As a minimum, a class will be required when a major revision is made to a production system or a new system is implemented. The Contractor shall prepare and provide new training materials or review and update existing training materials to reflect the changes to the installed systems.

1. The Contractor shall ensure that all module materials (instructor's guide, student guide, handouts, visual aids, etc.) are available in the required quantities at the training location before conducting training. This includes

reproduction of the EDM-EB office automation training material and its delivery to the training site.

2. The training course curriculum and text will be subject to review and approval by the Government.

3. Training materials will be the responsibility of the Contractor, but will belong to the Government.

4. Delivery of training instruction will be provided at each production location as needed based on a major revision to a production system or implementation of a new system.

SOW.3.5.2 Instructors. All instructors will be experienced and familiar with the concepts and content of the material to be presented. Training shall be geared to the Contractor's solution and not to basic concepts. Instructors shall provide personal assistance outside scheduled classroom hours to students experiencing difficulty with the units of instruction.

SOW.3.5.3 Class size. Class size will be determined by the facility at each location. Normal size is 15 students but will not exceed 25 students.

SOW.3.5.4 Locations. The Contractor shall conduct the training on-site at the DFAS production location.

SOW.4 **PERSONNEL**.

SOW.4.1 REQUIRED STANDARD OF WORKMANSHIP. The quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

SOW.4.2 LEVEL OF EFFORT. The Contractor shall have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified within. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Contractor shall utilize non-key personnel at its discretion to meet the performance requirements (The Government's level of effort estimate can be found at Paragraph SOW.6.) The Contractor shall provide Key Personnel to manage the overall performance.

SOW.4.3 KEY PERSONNEL QUALIFICATIONS

SOW.4.3.1 The Key Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, and

other background requirements stated below and shall be fully capable of performing in an efficient, reliable, and professional manner. All Key Personnel shall sign a 6-month letter of commitment. All key personnel must be available to the Government on a full-time.

1. PROGRAM MANAGER. Bachelor's degree in the area of business, computer science, from an accredited school and ten years of experience in project management and supervision of multiple projects in the design and implementation of computerized application systems.

2. PROJECT MANAGER. Bachelor's degree from an accredited school and six years of experience in project management of development projects in the design and implementation of computerized applications systems. In lieu of a degree and six years of experience, eight years of experience in project management of development projects in the design and implementation of computerized applications systems may be substituted.

3. SENIOR PROJECT ANALYST. Bachelor's degree from an accredited school and four years of experience in the analysis of alternative approaches in application design, methods of advising management concerning major aspects of systems design. Evaluation of system interrelationships between operating systems, system software, equipment configurations, software development, test and evaluation procedures and test support requirements. In lieu of a degree and four years of experience, six years of experience in the analysis of alternative approaches in application design, methods of advising management concerning major aspects of systems design. Evaluation of system interrelationships between operating systems, system software, equipment configurations, software development, test and evaluation procedures and test support requirements may be substituted.

SOW.5 DELIVERABLES.

SOW.5.1 DOCUMENTATION. Tasks performed within the scope of this effort shall require contract end items. These items may include, but will not necessarily be limited to, operational concepts; cost estimates; plans (program management, implementation); technical studies; detailed systems specifications; engineering drawings; fact sheets; and briefing materials. The level of data required for each task will be specified referencing the appropriate Contract Data Requirements List (CDRL)/ Data Item Description (DID) format as defined in Item J.4, found in Section J, or as specified in the task order.

SOW.5.2 REFERENCE DOCUMENTS. Reference documents relevant to the tasks to be performed will be provided to the Contractor for use during the period of performance. These documents shall be returned to the Government upon conclusion of the contract or performance period, whichever is earlier.

SOW.5.3 WRITTEN REPORTS. The reports shall be sent by e-mail or provided on a compact disk. The reports shall be created in MS Word, MS Excel, or a program version pre-

approved by the COR. Documentation shall be distributed as specified below, or within the task order. If a hard copy is required, it shall be mailed to the addresses provided in the task order.

SOW.5.4 DATA DELIVERABLES.

Items required (without the issuance of a Task Order) through the life of the contract:

Item	DID NUMBER	TITLE	DISTRIBUTION
A001	DI-ADMN-81505	Report, record of meeting minutes	CO & COR
A023	DI-MGMT-80368	Status report	CO & COR

Items that will be required upon the issuance of a Task Order:

Item	DID NUMBER	TITLE
A001	DI-ADMN-81505	Report, record of meeting minutes
A002	DI-CMAN-80858A	Contractor's Configuration Management Plan
A003	DI-ILSS-81225	Maintenance Support Plan
A004	DI-IPSC-81430	Operational Concept Description
A005	DI-IPSC-81432	System/Subsystem Design Description
A006	DI-IPSC-81437	Database Design Description
A007	DI-IPSC-81438	Software Test Plan
A008	DI-IPSC-81440	Software Test Report
A009	DI-IPSC-81441	Software Product Specification
A010	DI-IPSC-81442	Software Version Description Document
A011	DI-IPSC-81446	Computer Operation Manual
A012	DI-MGMT-80004	Management Plan
A013	DI-MGMT-80227	Contractor's Program, Status and Mgt. Report
A014	DI-MGMT-80368	Status Report
A015	DI-MGMT-80507A	Project Planning Chart
A016	DI-MGMT-80909	Program Plan
A017	DI-NDTI-80566	Test plan
A018	DI-NDTI-80809D	Test/Inspection Report

Items required for Training Development:

Course Outline	Video Tapes
Syllabus	Tests
Instructor Guides	Students
Graphic Aids – Transparencies	Texts
Slides	Student Texts
Drawings	Student Assignment Sheets
Logic Diagrams	Student Workbooks or Worksheets
Charts	Automated Tools
Schematics	Transition Material

SOW.5.5 ACCEPTANCE/REJECTION OF DELIVERABLES. Deliverables will be evaluated and accepted/rejected based on content, Statement of Work compatibility and acceptance. The Government will have 10 working days to review and provide comments back to the Contractor on deliverables. Government comments will be incorporated into the next revision of the documents(s).

SOW.6 SECURITY AND PRIVACY ACT REQUIREMENTS.

SOW.6.1 All work performed relative to the tasking identified in the contract are sensitive, unclassified, or carry a Privacy Act classification. System security shall be in accordance with DOD Directive 5200.28, Security Requirements for AISs.

SOW.6.1.1 Security Investigation Requirements. The majority of work performed under this delivery order is designated as **AIS-II** positions; therefore, Contractor personnel performing under this delivery order are required to have a personnel security investigation. Investigative requirements for the Contractor's personnel will be in accordance with DOD 5200.2-R, "DOD Personnel Security Program." If adverse information is reflected as a result of this investigation, the Contractor must provide employees that are suitable for working in a sensitive position. The position of Systems Administrator (one per location) is designated as an **AIS-I** position. These positions are considered Critical-Sensitive and require extensive background investigations. Personnel being assigned to AIS-I positions are required to have background investigations completed before their actual assignment commences. In special cases, if the background investigation has been requested and the delay in assignment would be harmful, the COR may obtain a waiver allowing the position to be occupied pending completion of the background investigation. In such cases, the COR must be updated on the progress of the investigation every 90 days thereafter until completed.

SOW.6.1.2 Non-US Citizen Employee Requirement. Non-US citizens will not be allowed to perform work on contracts or subcontracts involving access (or possible access) to sensitive data, software, or equipment without prior approval from the DFAS Deputy Director.

SOW.6.1.3 Submission of the Standard Form 85P. The Contractor shall submit **SF Form 85P (Questionnaire for Public Trust Positions)** to the COR to the address cited on the task order. Upon completion of the investigation the Government will notify the Contractor of the results (in writing).

SOW.6.1.4 The Contractor shall comply with all applicable DOD security regulations and procedures during the performance of this contract. Employees shall protect privacy data and other data required in the performance of the work.

SOW.6.2 INSTALLATION ENTRY. The Contractor shall comply with established security procedures for entering the installation and its facilities. Contractor employees will be required to obtain and wear identification (ID) card badges that will permit access into the facility.

SOW.6.2.1 SubContractors. Security requirements contained herein shall apply to any SubContractor performing under this contact.

SOW.7 CLOSE-OUT DELIVERABLES. As part of final completion of this contract, the Government may require products and support, including but not limited to the following:

SOW.7.1 SOFTWARE. The Contractor shall provide all current Commercial-of-the-Shelf (COTS) media and documentation. This will include all licenses assigned to DFAS. The Contractor shall also provide a copy of all software created as a part of this program on compact disks (CDs). This includes tools, diagnostics, applications, and data used for administrative purposes. The Compact Disk(s) will be structured so that the software can be reloaded and operated onto a similar (identical hardware) system and be operational immediately. This product will be free of license requirements

SOW.7.2 ACCOMPANYING COTS MATERIALS. The Contractor shall provide copies of all current documentation (in hard copy or electronic format).

SOW.7.3 LICENSES, MAINTENANCE AGREEMENTS, ETC. The Contractor shall provide copies of all service provider agreements that the Government (DFAS) will have to continue.

SOW.7.4 DATA. The Contractor shall provide all active and historical files identifying purchase agreements, identification and ownership documentation along with current inventory location for each item.

C.2 INTERCHANGEABILITY OF PARTS IS REQUIRED (DFAS C8) (FEB 1997)

All replacement/spare parts and supplies to be furnished by the Contractor under this contract shall be guaranteed to be equal in all respects (including performance, interchangeability, durability, and quality) to parts specified by the Original Equipment Manufacturer (OEM).

C.3 MANUALS AND PUBLICATIONS (DFAS C10) (FEB 1997)

(a) *General.* The Contractor shall furnish user manuals and publications for all Contractor software and equipment provided, if any, under this contract.

(b) *Other Manuals.* In addition to the above-specified agency documentation requirements, the Offeror may provide any other manuals and program descriptions that it would consider helpful to the end-user.

(c) *Updated Versions.* The Contractor shall notify the Government as soon as updated versions of the documentation items become available. The Government will specify its requirements, if any, for such

updates in numbers not to exceed the Government's initial requirements. Requirements for such updates shall be satisfied by the Contractor promptly.

C.4 DATA ITEMS (NOT-SEPARATELY PRICED (NSP)) (DFAS C11) (FEB 1997)

The Contractor shall furnish the Data identified in Section B as "Not Separately Priced (NSP)) in accordance with the DD Form(s) 1423, Item J.3, found at Section J.

C.5 SUBSTITUTION OR ADDITION OF PERSONNEL, (DFAS) (FEB 1997)

(a) The Contractor agrees to assign to the contract those persons whose résumés, personnel data forms or personnel qualification statements were submitted as required by Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) The Contractor agrees that **during the first 180 days of the contract period**, no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.

(c) If personnel, for whatever reason, become unavailable for work under this contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in its proposal, the Contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete résumé for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution(s). All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the Contractor, in writing, whether a request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated, or have otherwise become unavailable to perform under the contract is not reasonably forthcoming, or that a resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he/she may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

Use this clause in all CPFF Indefinite Quantity Indefinite Delivery (IDIQ) service contracts. If the level of effort remains the same each year, then reflect "Annual Total". If the level of effort varies each year, then

show hours for each year. Use with expanded clause in Section I "Level of Effort (Cost Plus Fixed Fee/IDIQ).

C.6 LEVEL OF EFFORT (COST PLUS FIXED FEE/IDIQ), (DFAS) (FEB 1997)

(a) The Contractor shall utilize non-key personnel at its discretion, and in accordance with the accepted Staffing Plan, to meet the performance requirements, and shall provide Key Personnel to manage the overall performance.

(b) Based on historical data, the Government estimates the level of effort (for Cost Reimbursable portions) during the term of this contract to be 258,200 labor-hours of direct labor. The estimated total labor hours of direct labor are as follows:

System Improvement / New Initiatives / Training	
LOT II, BASE YEAR	48,200 HRS
LOT III, OPTION YEAR I	51,500 HRS
LOT IV, OPTION YEAR II	56,000 HRS
LOT V, OPTION YEAR III	52,700 HRS
LOT VI, OPTION YEAR IV	<u>49,800</u> HRS
TOTAL - CONTRACT TERM	258,200 HRS

This is an estimate only. The Government may place orders that exceed estimated hours.

(c) The Government is required only to place orders for the guaranteed minimum amount (see "Minimum and Maximum Contract Amount" in Section I).

(d) Further amplification of this provision is found in Section I under "Level of Effort" (Cost Plus Fixed Fee/IDIQ).

C.6 YEAR 2000 COMPLIANCE (DFAS) (DEC 1997)

All information technology (including both hardware and software) delivered under this contract shall be "Year 2000 Compliant." "Year 2000 Compliant" means that information technology accurately processes date and time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology shall accurately process date and time date when used in combination with other information technology, if the other information technology properly exchanges date and time data with it.

C.7 ON-SITE SUPPORT (DFAS C18) (AUG 1996)

On-site support is defined as that method of providing Information Technology (IT) Production Support by which the Contractor stations personnel permanently at the Government's location(s). The Contractor shall provide on-site Production Support within a maximum response time identified in the clause in Section F entitled, "*On-Site Equipment Support Response Time(s)*," during the Official Operating Hours at the fixed monthly charges shown in the Pricing Schedule of this contract.

C.8 OPERATING SOFTWARE, (DFAS C22) (FEB 1997)

The operating software required to make use of equipment acquired under this contract shall be provided and supported by the Contractor when necessary. Operating software refers to those routines that interface directly with hardware peripheral devices, the computer operations, and applications and utility programs.

C.9 USE OF HARDWARE AND/OR SOFTWARE MONITORS (DFAS C24) (OCT 1992)

(a) The Contractor shall permit inclusion, or attachment, of any devices the Government may choose for the purpose of examining or measuring the activity within the computer system.

(b) Devices such as hardware monitors (which may require physical connection to the computer system), or software monitors (which may require portions of the computer system's control software to be displaced) are specifically included in this category.

(c) The Contractor may not prohibit the installation of such devices unless the particular device will cause significant or permanent damage to the computer system. The Contractor shall assist the Government in identifying and locating device connections when requested by the Government if the Contractor provides such service to other customers. Any cost for this service is specified in Section B of this contract.

(d) Hardware and software monitors fall within the purview of "Alterations" as presented in the SPECIAL PROVISIONS FOR EQUIPMENT SUPPORT OF GOVERNMENT-OWNED INFORMATION TECHNOLOGY (IT) clause below.

C.10 SPECIAL PROVISIONS FOR EQUIPMENT SUPPORT OF GOVERNMENT-OWNED INFORMATION TECHNOLOGY (IT) (DFAS C25) (AUG 1996)

(a) *General.* The Equipment (Hardware and Software) Support prices listed in this contract include the cost of labor and parts and such other expenses necessary to keep the equipment in good operating condition.

(b) *Equipment Support Coverage.*

(1) The Contractor shall honor orders for equipment support under any of the equipment support options set forth in Section B for periods of one (1) year or less at the prices shown in the Price Schedule. All hardware and software which is under this contract, either purchased against this contract or provided by the Government, may be covered by the same maintenance provisions or different ones negotiated.

(2) *Discontinuance Notice.* When discontinuing equipment support pursuant to this clause, the Government will give the Contractor 30 days prior written notice of its intent to discontinue equipment support of one piece or entire systems, or a shorter notice when agreed to by the Contractor. However, no discontinuance notice is required if the Government elects not to exercise an option.

(c) *Parts.* Only new standard parts, or parts equal in performance to new parts, shall be used in making repairs. Parts which have been replaced shall become the property of the Contractor.

(d) *Alterations.* Alteration is defined as Equipment Alterations or Attachments and Commercial Off The Shelf (COTS) Software Patches and Upgrades.

(1) All Alterations. Appropriate modification of the contract shall be negotiated for each such alteration that either enhances the value of the system to the Government or decreases the overall equipment support costs. The modification will be negotiated through the Contracting Office. If such alterations create a safety hazard, the Contractor shall notify the Contracting Office immediately.

(2) Government Alterations. Should the Government make an alteration, which affects the equipment support of an item, the continuation of equipment support on this equipment shall be subject to mutual agreement. If such alteration creates a safety hazard, the Contractor may discontinue equipment support on the equipment creating the hazard. In addition, should such alteration be the cause of malfunction or downtime, such downtime will not be creditable against the Contractor.

(3) OEM-Furnished Alterations. The Contractor shall notify the COR an OEM-Furnished alteration is available that keeps the item current with respect to OEM recommendations. This notice will explain the effect of the alteration. The Contractor shall not install any alteration until COR approval is obtained. The alterations shall be installed as part of the fixed price under Equipment Support.

(e) *Movement of Equipment.*

(1) In the event the equipment being supported under the terms and conditions of this contract is moved for reasons of - move within the same building, relocation with the continental United States, discontinued usage or required service - the Contractor shall assist in de-installing, packing, unpacking, and re-installing it. The COR will provide the Contractor written notification of the move at least 30 calendar days in advance, except in an emergency situation. In the event of an emergency, the Contractor shall respond within the response time specified. Emergencies may include flooding, fire, similar Acts of God, and mobilization. These tasks shall be done as part of the fixed price under Production Support.

(2) Equipment Support charges shall be suspended on the day dismantling and shall be reinstated on the day the equipment is re-installed and certifies it is ready for use. The Government has the right to concur that the equipment is in proper operating condition and ready for use.

(3) Shipment to the new installation(s) shall be:

- (i) at the Government's expense by military or commercial carrier(s) or;
- (ii) (at the Government's option) by providing the Contractor with an authorization to ship by commercial carrier, in which case the Government shall be invoiced for transportation, rigging and drayage costs.

SECTION D - PACKAGING AND MARKING**D.1 PACKAGING OF DATA ITEMS (DFAS D4) (FEB 1997)**

Data furnished hereunder shall be adequately packaged to ensure safe delivery to its destination. In the event it becomes necessary to transmit classified matter by mail, the transmittal shall be in accordance with the latest version of DoD Industrial Security Regulation (DD 5220.22-R).

D.2 MARKING OF REPORTS (DFAS D9) (FEB 1997)

All reports shall prominently show on the cover of the report:

- (a) Name and business address of contractor;
- (b) Contract number;
- (c) Title of Report;
- (d) Sponsor:

[Project Officer]

[Activity]

[Office Address]

[Phone Number]

SECTION E - INSPECTION AND ACCEPTANCE**E.1 CONTRACT CLAUSES INCORPORATED BY REFERENCE (DFAS E1) (DEC 1997)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned not to delete clauses from, nor add clauses to, the following contract clause list. Such an action may cause your offer to be rejected. Note: The complete text of specific clauses is contained in Chapters 1 (Federal Acquisition Regulation (FAR)) and 2 (DOD FAR Supplement (DFARS)) of Title 48 of the Code of Federal Regulations (CFR) which are available at most law libraries. In addition, the full text of FAR and DFARS clauses may be accessed electronically at <http://farsite.hill.af.mil/>.

52.246-3 (APR 1984)	INSPECTION OF SUPPLIES -- COST-REIMBURSEMENT
52.246-4 (AUG 1996)	INSPECTION OF SERVICES -- FIXED PRICE
52.246-5 (APR 1984)	INSPECTION OF SERVICES -- COST-REIMBURSEMENT
52.246-16 (APR 1984)	RESPONSIBILITY FOR SUPPLIES

E.2 INSPECTION AND/OR ACCEPTANCE (DFAS E4) (FEB 1997)

(a) Inspection and acceptance of the supplies/services to be furnished hereunder shall be made at destination by the Receiving Activity/Contracting Officer's Representative (COR), unless otherwise specified.

(b) The Receiving Activity/COR shall execute acceptance on the applicable inspection and receiving report (DD Form 250, DD Form 1155, certified invoice, SF 1034), and forward it to the paying office cited on the award page of the contract (or DD Form 1155). One executed copy of the final DD Form 250 shall be forwarded to the contract administration office cited in the contract.

(c) For calculation of payment due dates under the Prompt Payment Act, constructive acceptance may be assumed within seven (7) days of receipt by the Receiving Activity/COR of a proper invoice or DD 250 in accordance with the invoicing clause in Section G, and conforming supplies and/or services have been delivered.

SECTION F - DELIVERIES OR PERFORMANCE**F.1 CONTRACT CLAUSES INCORPORATED BY REFERENCE (DFAS F1)(DEC 1997)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned not to delete clauses from, nor add clauses to, the following contract clause list. Such an action may cause your offer to be rejected. Note: The complete text of specific clauses is contained in Chapters 1 (Federal Acquisition Regulation) and 2 (DOD FAR Supplement) of Title 48 of the Code of Federal Regulations (CFR) which are available at most law libraries. In addition, the full text of FAR and DFARS clauses may be accessed electronically at <http://farsite.hill.af.mil/>.

52.242-15 (AUG 1989)	STOP-WORK ORDER Alternate I (APR 1984)
52.242-17 (APR 1984)	GOVERNMENT DELAY OF WORK
52.247-35 (APR 1984)	F.O.B. DESTINATION, WITHIN CONSIGNEE'S PREMISES

F.2 ON-SITE RESPONSE TIME(S) (DFAS F4) (OCT 1992)

For the purposes of this contract, the required Contractor response time under On-Site Production Support is 15 minutes during the Official Operating Hours.

F.3 DURATION OF CONTRACT ORDERING PERIOD (DFAS F7) (FEB 1997)

The ordering period under subject contract shall become effective on date of award, and shall be applicable to all orders placed hereunder until the period ending 12 month thereafter unless terminated in accordance with provisions herein, or extended in accordance with the option provisions, if applicable.

F.4 TERM OF THE CONTRACT (LOE/TERM) (DFAS F8) (FEB 1997)

Performance under this contract shall begin on date of award and shall continue through the transition period and for 12 months thereafter. The Contractor shall not be required to perform any work under this contract beyond the term of the contract set forth above unless such period is extended in writing by mutual agreement prior to the expiration date specified in the contract; provided, however that: (a) In the event the Contractor fails to furnish the Level-of-Effort set forth herein during the specified term, the Contracting Officer may require the Contractor to continue to perform work beyond the period of contract set forth above until the Level-of-Effort is expended; or (b) In the event the Contractor fails to furnish the Level-of-Effort set forth herein during the specified term, and the parties agree that additional effort is not required, the contract price (or estimated costs and fixed-fee) will be equitably adjusted downward.

F.5 DELIVERY OF DATA (DFAS F9) (FEB 1997)

The time of delivery of data shall be as specified on the DD Form 1423, Item J.3, found in Section J of this contract, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

(For Data Item Descriptions – DIDs- , go to <http://astimage.daps.dla.mil/online/registration/registration.cfm> to register. Registration is free. Then find 5010.12L and 5010.12M for pertinent DIDs at <http://dodssp.daps.mil/assist.htm>)

F.6 PLACE OF PERFORMANCE (DFAS F12) (FEB 1997)

The service(s) to be furnished under this contract shall be provided at the following production location(s):

1. Defense Finance and Accounting Service
Columbus Center
3990 East Broad Street
Building 21
Columbus, OH 43216
2. Defense Finance and Accounting Service
Indianapolis Center
8899 E. 56th Street
Indianapolis, IN 46249-2801
3. DFAS - Omaha Operating Location
901 SAC Boulevard
Building 500
Bellevue, NE 68005-1910
4. DFAS - Charleston Operating Location
1545 Second Street West, Suite C
Charleston, SC 29405-1968

Additional performance may be required at the following location(s):

5. Defense Finance and Accounting Service
Headquarters
Crystal Mall
1931 Jefferson Davis Highway
Arlington, VA 22240
6. Contractor's Facility(s)

F.7 GOVERNMENT FURNISHED EQUIPMENT MADE AVAILABLE, (DFAS F13) (FEB 1997)

(a) The Government will furnish equipment to the Contractor for use in performance of this contract. The Contractor shall accept all equipment in operating condition and ensure that it continues to perform. The list of Government Furnished Equipment (hardware and software) can be found in Section J of the contract, see Item J.2, and as presented in Section B and as discussed in Section C's Statement of Work. The Contractor is responsible for maintaining the List to keep it current.

(b) The equipment is located at the areas specified on the list at the locations identified below:

Charleston = DFAS - Charleston Operating Location

Columbus = Defense Finance and Accounting Service - Columbus Center

Indianapolis = Defense Finance and Accounting Service - Indianapolis Center

Omaha = DFAS - Omaha Operating Location

Development Site = Development Equipment, located at DFAS – Columbus Center

(c) The Government will provide:

for Production Support: office space, telephone, FAX access, furniture, computer equipment, supplies and Government required forms at each production location;

for System Improvements / New Initiatives of the Contract and Vendor Payment System: development equipment as listed in the Government Furnished Equipment list, a connection from a single contractor location to the DFAS-Columbus Center, and office space, telephone, FAX access, furniture, computer equipment, supplies and Government required forms at the DFAS – Columbus Center;

for Training: facility space and necessary equipment for training at each production location.

(d) Within thirty (30) days after the Government-furnished equipment is determined by the Contractor to be lost, damaged, destroyed, no longer usable, or no longer needed for the performance of the contract, the Contractor shall notify the Contracting Officer Representative in writing thereof.

F.8 CALCULATION OF DOWNTIME CREDIT (DFAS F17) (OCT 1992)

(a) *Definition.* System downtime is the nonproductive time that results from a malfunction in hardware or software that is the responsibility of the contractor to maintain. In this case, a malfunction is defined as the condition that exists whenever the equipment or software does not perform in accordance with the OEM's (Original Equipment Manufacturer) specifications or it does not perform in compliance with the requirements of this contract. Excluded from downtime calculations are any system failures caused by malfunctions in DFAS equipment or software not covered by this contract, network equipment or software, or malfunctions in feeder systems that provide data to EDM.

(b) *Period of Downtime.* Downtime shall be commence at the time of the actual contact (or bona-fide attempt as defined in the glossary) with the Contractor's representative at the designated point-of-

contact or with the Contractor's answering service or other continuous telephone coverage provided to permit the Government to make such contact. Downtime shall end when the system and/or machine is returned to the Government in operable condition, including operating software regeneration, if required, ready to perform the scheduled workload. If a system failure occurs within 1-hour after repair for the same malfunction, this 1-hour period of time shall be considered as a continuation of the previous downtime period for the purpose of computing downtime credit.

(c) *Maintenance Credit for System Downtime.* The Contractor is expected to maintain the system in an operationally ready condition during Official Operating Hours. The expected System Availability is 95 percent. If the Availability drops below 95 percent for any month, the Contractor will forfeit \$600 for that month. The applicable deduction will be assessed separately for each system (Contract Payment or Vendor Payment) which fails to meet the 95 percent system Availability. If Availability of any one system drops below 85 percent for a given month, the amount of \$3,000.00 will be forfeited for each system.

(d) *The Contracting Officer's Representative will monitor the System Downtime. Any deductions will be taken from a subsequent invoice submitted for payment.*

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 POINT-OF-CONTACT (PROCURING ACTIVITY) (DFAS G1) (JAN 1994)**

The point-of-contact regarding this document is *Jane M. Kramer*, who can be reached at (703) 607-5731.

G.2 DESIGNATION OF COR (DFAS G3) (JAN 1994)

(a)(1) The Contracting Officer's Representative (COR) for this contract is:

*** TO BE INCORPORATED AT TIME OF AWARD

(2) The above-named individual is designated the authorized COR for this contract. As such, this individual is responsible for monitoring, giving progress reports to the Contracting Officer, and overall technical surveillance of services to be performed under this contract and should be contacted regarding questions or problems of a technical nature. In no event will any understanding or agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any person other than the Procuring Contracting Officer (PCO) or the Administering Contracting Officer (ACO) be effective or binding upon the Government.

(3) When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract, the Contractor will promptly notify the PCO in writing.

(4) No action will be taken by the Contractor under such technical instruction unless the PCO or ACO has issued a contractual change.

(b) List of duties to be performed by COR in the administration of Contract.

(1) Serve as the point-of-contact through which the Contractor can relay questions or problems of a technical nature to the Contracting Officer;

(2) Monitor services being performed to ensure the Contractor uses personnel meeting the requisite qualifications cited in the contract/order and require Contractor's justification when using categories of personnel that are not in proportion to approved estimates;

(3) Review and evaluate Contractor's estimates to furnish comments and recommendations to the PCO or ACO as appropriate;

(4) Alert the ACO, as appropriate, to any potential problems which may affect cost or performance schedules. Determine if percentage(s) of work performed reasonably corresponds to the percentage(s) of funds expended;

(5) Ensure that a copy of trip reports of Government personnel visiting Contractor's plant, and a copy of all pertinent Government technical correspondence is retained in the COR contract file;

(6) Review and certify invoices in accordance with invoicing instructions of the contract. Maintain a file with copies of these documents;

(7) Determine causative factors for any slippage in the performance schedule and report to the PCO or ACO making recommendations for corrective action to eliminate the cause of the slippage. In addition, the Contractor's performance should be monitored to ensure that corrective action is being taken;

(8) Furnish the PCO with any requests for change, deviation, or waiver (whether generated by Government personnel or Contractor personnel), including all supporting paperwork in connection with such change, deviation, or waiver;

(9) Be responsible for the inspection and acceptance of the services performed. Ensure compliance with the clause at FAR 52.246-5 or -6 which provide the Government the right to require the Contractor to perform the services again, in conformance with the contract requirements, without payment of additional profit/fee;

(10) Submit to the PCO (with a copy to the ACO), a written evaluation of (i) the performance of the Contractor; and (ii) a statement as to the uses made of any deliverables furnished by the Contractor. This report shall be made within 60 days of contract completion or annually on the anniversary date for contracts which include options. The written performance should address the cost effectiveness, quality, and timeliness of Contractor performance.

(c) An Alternate COR will be assigned to this contract. The Alternate COR is specifically authorized the alternate representative of the Contracting Officer with express authority to perform the duties listed above in the absence of the COR. The Alternate COR for this contract is:

*** TO BE INCORPORATED AT TIME OF AWARD

G.3 REIMBURSEMENT (TIME-AND-MATERIAL, LABOR-HOUR, AND CPFF IDIQ CONTRACTS) (DFAS G6) (JAN 1998)

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by Contractor personnel. If travel, domestic or overseas, is required, the Contractor is responsible for making all needed arrangements for their personnel. This includes but is not limited to the following: Medical Examinations, Immunization, Passports, visas, etc., Security Clearances. All Contractor personnel required to perform work on any U.S. DoD vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions: Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in the Department of Defense Joint Travel Regulations: Vol. for Civilian Personnel.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized for travel beyond a 50-mile radius of the local office, whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel, subsistence, or associated labor charges for travel time shall be charged for work performed within a 50 mile radius of the contractor's local office, normal work site, or temporary work site unless approved in advance by the Contracting Officer's Representative (COR). Under no circumstances will costs be reimbursed for travel performed for personal convenience and daily travel to and from the normal work site.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the Contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Contracting Officer's Representative (COR). Such authorization by the COR shall be indicated in the order or in some other suitable written form. NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the Contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be approved by the COR. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The Contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the Contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(b) General Operational Expenses. The cost of general purpose items required for the conduct of the Contractor's normal business operations will normally be considered unallowable Other Direct Costs in the performance of this contract. This includes, but is not limited to, the cost for items such as: telephones and telephone charges; typewriters; reproduction machines; word processing equipment; personal computers; and other office space, equipment, and supplies. Any material remaining after completion of the contract, the cost of which has been reimbursed by the Government, will remain Government property and the Contractor must request disposition instructions from the Contracting Officer. Materials considered to be a normal cost of doing business shall be considered overhead, which is included in the Labor Rates and shall not be billed separately as a material cost.

(c) Other Material. Material, other than expendable material, shall be furnished pursuant to specific authorization in the Task Order. The Contractor will be required to support all material costs claimed by submission of paid Subcontractor invoices. The Contractor will be reimbursed in accordance with FAR 52.232-7(b) if this is a time and materials contract or 52.216-7 if this is a cost plus fixed fee indefinite delivery indefinite quantity (CPFF IDIQ) contract.

(d) Subcontracts

(1) Time and Materials. Subcontracts, if any, shall be reimbursed in accordance with FAR 52.232-7(b), and shall not include any subcontracts for Direct Labor included under FAR 52.232-7(a). Any such subcontracting not included under FAR 52.232-7(a) shall be limited to incidental, one-time requirements.

(2) Cost Plus Fixed Fee Indefinite Delivery Indefinite Quantity (CPFF IDIQ). Subcontracts, if any shall be reimbursed in accordance with FAR 52.216-7

(e) Limitations. Normally, the amount of "Other Direct Costs," if any (excluding travel and per diem), should not exceed one percent (1%) of the total amount of any Delivery Order.

(f) Cost Accounting. Nothing in this clause shall be construed to require the Contractor to allocate costs contrary to its DCAA-approved cost accounting system.

(g) Relocation of Place of Performance. If the place of performance of this contract is changed pursuant to the "Changes" clause of the contract, the costs of relocating the contractor's facility, if any, are not allowable as a direct cost and will not be reimbursed. Relocation costs and travel costs incident to relocation are not allowable (either as a direct or indirect cost) and will not be reimbursed hereunder. Disallowance includes the reimbursement of personnel relocation costs and travel costs incident to relocation.

G.4 PAYMENT OF SUPPORT COSTS (DFAS G7) (FEB 1997)

(a) Travel Costs. Except as otherwise provided herein, the Contractor shall be reimbursed for travel costs in accordance with FAR 31.205-46 on the basis of actual reasonable costs incurred subject to the following:

(1) All travel, whether within the Continental United States or outside the Continental United States, shall be accomplished by commercial carrier, privately owned automobile or auto rental and the costs paid by the Contractor. If such commercial transportation is not readily available, transportation will be furnished by the government by means of government aircraft, vessel or vehicle when requested by the Contractor. In the event the Government agency furnishing such transportation requires payment therefor, the Contractor shall pay the costs thereof and shall be reimbursed pursuant to the terms of this clause. The Government will reimburse the Contractor for domestic transportation on the basis of actual costs (if by commercial or Government carrier and at the rate per mile set forth in the Joint Travel Regulations (Vol. II) in effect at the time of travel), plus road and bridge tolls when travel is performed by private automobile. Auto rental will be reimbursed at actual costs plus road and bridge tolls.

(2) The travel reimbursable herein includes only that travel (commercial carrier, private automobile, or auto rental) performed from the Contractor's plant to the site of work, between the sites of work, and from the site of work to the Contractor's plant. Travel (i) at U.S. Military Installation where Government transportation is available; and/or (ii) performed for personal convenience, including daily travel to and from work will not be reimbursed hereunder. Travel costs incurred in the replacement of personnel will not be reimbursed by the Government to the Contractor when such replacement is accomplished at the Contractor's or employee's convenience.

(3) Relocation costs and travel costs incident to relocation are not allowable and will not be reimbursed hereunder.

(b) Per Diem. The Contractor will be reimbursed for the expense of meals, lodging, transportation between places of lodging or business and places where meals are taken and any other miscellaneous travel and living expenses incurred in the performance of this contract at the *per diem* rate set forth herein. *Per diem* shall be payable only when the Contractor's employee is in an authorized travel status. The per diem rate shall be established in accordance with the Joint Travel Regulations (Volume II in effect at the time of travel) or a rate agreed upon by the parties. However, such rate shall not exceed the maximum amount permitted by the Joint Travel Regulations.

G.5 SUBMISSION OF INVOICES (FIXED PRICE), (JUL 1992)

(a) "Invoice" as used in this clause does not include Contractor's requests for progress payments. Invoice as used in this clause includes

(b) The contractor shall submit original invoices to the address identified in the solicitation/contract award form (SF 26-Block 10; SF 33-Block 23; SF 1447-Block 14), unless delivery

orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order (DD 1155-Block 13 or SF 26-Block 10).

(c) The use of copies of the Material and Inspection and Receiving Report (MIRR), DD Form 250, as an invoice is encouraged. DFARS Appendix F-306 provides instructions for such use. Copies of the MIRR used as an invoice are in addition to the standard distribution stated in DFARS F-401.

(d) In addition to the requirements of the Prompt Payment clause of this contract, the contractor shall cite on each invoice the contract line item number (CLIN); the contract subline item number (SLIN), if applicable; the accounting classification reference number (ACRN) as identified on the financial accounting data sheets, and the payment terms.

(e) The Contractor shall also forward a copy of the invoice to the Contracting Officer's Representative.

****This invoice submission process shall be used for those CLINS in Schedule B that are identified as FIXED-PRICE. Each invoice submitted under this process shall contain FIXED-PRICE CLINS only.***

G.6 SUBMISSION OF INVOICES (COST-REIMBURSEMENT, TIME-AND-MATERIALS, LABOR HOUR, OR FIXED PRICE INCENTIVE), (JUL 1992)

(a) "Invoice" as used in this clause includes contractor requests for interim payments using public vouchers (SF 1034(4)) but does not include contractor requests for progress payments under fixed price incentive contracts.

(b) The Contractor shall submit invoices and any necessary supporting documentation - to include a listing of the labor categories and labor hours utilized in support of the dollar amount - in an original and three copies, to the contractor auditor at the following address:

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unless tasks orders are applicable, in which case invoices and supporting documentation will be segregated by individual order and submitted to the address specified in the order (DD 1155-Block 13). In addition, an information copy shall be submitted to the Contracting Officer's Representative. Following verification, the contractor auditor will forward the invoice to the designated payment office for payment in the amount determined to be owing, in accordance with the applicable payment (and fee) clause(s) of the contract.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than forty-five calendar days between performance and submission of an interim payment invoice.

(d) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

- (1) Contract line item number (CLIN)
- (2) Subline item number (SLIN)

- (3) Accounting Classification Reference Number (ACRN)
- (4) Payment terms
- (5) Procuring Activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g. ship, submarine or other craft) or system which supply/service is provided.

(e) The Contractor's final invoice shall be identified as such, and shall list all other invoices (if any) previously tendered under this contract.

(f) Costs of performance shall be segregated, accumulated and invoiced to the appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated in a proportional basis.

The following provisions apply to invoices:

Designated Billing Office. "The contract auditor shall be designated as the billing office and the authorized representative of the contracting officer for receipt and verification of contractor invoices...."

Technical Representative.

(i) If a Technical Representative (e.g., COR, Technical Coordinator, or Contracting Officer's Representative) has been assigned in the contract, the contracting officer shall designate that individual to receive an information copy of the invoice.

(ii) The Technical Representative shall review a copy of each invoice for correctness of labor categories used, services performed, support costs, etc. The Technical Representatives shall sign the invoice copy and submit the signed invoice copy to the designated billing office (See paragraph (a) above).

(iii) If the Technical Representative disagrees with the cost on the invoice, the Technical Representative shall immediately notify the billing office and contact the contractor to resolve the discrepancy, secure a corrected invoice, and forward to the billing office. If only a portion of the costs are in dispute, the Technical Representative shall certify only the undisputed costs and submit the partially certified invoice to the billing office to be forwarded to the payment office. The Technical Representative shall resolve the remaining disputed costs with the contractor.

(iv) If the Technical Representative cannot resolve the discrepancy with the contractor, or if a problem has been noted with the contractor's performance, the Technical Representative shall notify the Contracting Officer, in writing, with details of the problem.

(v) The Technical Representative shall maintain a copy of all invoices and supporting documentation by contract, in chronological order.

****This invoice submission process shall be used for those CLINS in Schedule B that are identified as COST-REIMBURSABLE. Each invoice submitted under this process shall contain COST-REIMBURSABLE CLINS only.***

G.7 PAYMENT OF FIXED-FEE (DFAS G13) (APR 1997)

(a) The fee for work to be performed under this contract will be fixed under individual delivery orders in an amount not-to-exceed * percent of the * for the subject order. The contractor shall receive the total fixed-fee specified in each delivery order, unless the fee is decreased in accordance with the contract termination clause. At no time may the cumulative total fixed-fee of all delivery orders issued under a particular Lot exceed the fixed-fee ceiling identified in the contract schedule for that Lot.

(b) The Government shall make payments for the fixed-fee as specified on individual delivery orders and pursuant to the clauses in Section I of this contract entitled, "Allowable Cost and Payment" (FAR 52.216-7), and "Fixed-Fee" (FAR 52.216-8). As specified on individual delivery orders, payments shall be subject to the withholding provision of paragraph (b) of FAR 52.216-8.

* *to be incorporated at time of award*

G.8 NOTE TO PAYING OFFICE: ADDRESS OF PAYEE (DFAS G15) (OCT 1992)

(a) The Offeror is to identify the address to which payments shall be made, if different from that identified on the SF26. Payments are to be mailed to:

G.9 CONTRACT ADMINISTRATION OFFICE AND STATUS CONTROL ACTIVITY (DFAS G16) (JAN 1994)

(a) DCMA *** is assigned Contract Administration under this contract. The office address is ***.

(b) The associated payment office under this contract is DFAS ***. The office address is ***.

*** - to be incorporated at time of award

G.10 AUTHORITY FOR DEOBLIGATION OF UNEXPENDED AND EXCESS DOLLAR BALANCES (DFAS G17) (FEB 1997)

The Administrative Contracting Officer (ACO) is authorized to execute contract modifications deobligating unexpended DOD dollar balances considered excess to known contract requirements.

G.11 ADDITIONAL FUNCTIONS ASSIGNED (DFAS G18) (FEB 1997)

In addition to the Contract Administration functions authorized by FAR 42.302, the Administrative Contracting Officer (ACO) is authorized to perform the following administrative functions:

* Negotiate, or negotiate and execute, supplemental agreements issued under the Changes clause.

NOTE: Prior to completion of negotiations and issuance of the supplemental agreement, any delivery schedule change shall be coordinated with the Principle Contracting Officer (PCO).

* Negotiate, or negotiate and execute, supplemental agreements changing contract delivery schedules.

* Negotiate, or negotiate and execute, supplemental agreements providing for the deobligation of unexpended dollar balances excess to known contract requirements.

* Negotiate changes to interim billing prices.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 RESTRICTIONS ON PRINTING (DFAS H2) (FEB 1997)

Unless otherwise authorized in writing by the Contracting Officer, reports, data, or other written material produced using funds provided by this contract and submitted hereunder shall be reproduced only by duplicating processes and shall not exceed 5,000 single page reports or a total of 25,000 pages for a multiple-page report. These restrictions do not preclude the writing, editing, preparation of manuscript or reproducible copy of related illustrative materials if required as a part of this contract, nor incidental printing of forms or materials necessary to be used by the Contractor to respond to the terms of the contract.

H.2 ACTIVITY/BASE SUPPORT (DFAS H3) (FEB 1997)

(a) The Contractor shall avoid incurring direct or indirect costs in duplicating work or support capacity available at, or through, any DOD installation involved in the performance of this contract (or any major subcontract hereunder). Therefore, the Contractor agrees to use all available Government or Government-controlled working space, materials, services, and other support at, or available through, any DOD installation where work under this contract is performed. Unless otherwise stipulated in the Schedule of this contract, or in a Delivery Order issued under this contract, such items/services provided by the Government will be made available at no charge to the Contractor.

(b) Should the Contractor contemplate any inadequacies or non-availability of items/services mentioned herein prior to the issuance of a Task Order, such inadequacies or non-availability of items/services shall be reported to the COR, who shall determine the availability of such supplies/services on Delivery Order by Delivery Order basis. In no event shall the Contractor incur costs for such items/services, nor authorize subcontractors to do so, without first obtaining approval from the Contracting Officer in the form of a signed Task Order or modification authorizing reimbursement for such items/services.

(c) If, during the course of performance under a Task Order, the Contractor perceives inadequacies in, or the non-availability of, support items/services contemplated hereunder, the Contractor shall report this to the COR, together with a recommended plan for obtaining the needed items/services. The COR shall promptly determine the validity and extent of the requirement, and the manner in which any approved requirement shall be filled (acquisition, rental, lease, etc.). No action to proceed with obtaining the items/services shall be taken by the Contractor unless the COR has approved the requirement itself and the method of fulfilling the requirement and the Contracting Officer has determined that the scope of the Task Order/contract will not be exceeded by the Contractor's correction of the perceived inadequacy/non-availability or the parties have executed a bilateral modification to the Task Order.

H.3 ACQUISITION/LEASING OF INFORMATION TECHNOLOGY (IT) BY THE CONTRACTOR FOR CONTRACT PERFORMANCE (DFAS H4) (AUG 1996)

(a) This clause applies to Contractor-acquired (including the signing of a lease for) Information Technology (IT), except for components to end-items delivered to the Government, if the IT is for the account of the Government, or if title will pass to the Government. The Contractor shall comply with the provisions of DFARS 239.73 and receive ACO and PCO approval prior to acquiring IT required for the performance of the contract/Delivery Order. If approved, the Contractor shall acquire IT on a competitive

basis unless otherwise specifically approved. Acquisition/signing of a lease shall not be made until funding is provided on the contract/Delivery Order and the contract/Delivery Order is modified to include specifics of the approval.

(b) Nothing herein shall be construed as permission to incur costs in excess of those obligated to the contract, nor does it authorize reimbursement to be made contrary to the payment provisions of the contract/Delivery Order (see FAR 52.216-7, or FAR 52.232-7).

(c) The Contractor shall not:

(1) acquire, or sign a lease for, IT under the contract/Delivery Order which is unnecessary for execution of the contract/Delivery Order;

(2) acquire, or sign a lease for, IT or commercial software for DOD use; or

(3) place commercial software subcontracts for the account of the Government under this contract prior to obtaining ACO approval, if required, under the "Subcontracts" clause of this contract.

(d) Under any circumstance, the Contractor shall acquire (including signing of a lease for) commercial software competitively to the maximum extent practicable.

(e) The Contractor shall comply with the Government Property clause of the contract and FAR Part 45. The term "Information Technology" is defined in FAR 2.101.